

Annex A to Company policy letter No 3 (sexual harassment, dated 20 June 2004 – change 1)

Sexual Harassment Battle Drill – Prevention

1. Inprocessing soldiers will read the company sexual harassment policy after their interview with the Company Commander and sign the roster stating that they understand it upon completion.
2. Briefed at every safety briefing - It is understood that drinking and drunkenness is absolutely no excuse for sexual harassment and it is the number one factor involved in sexual harassment.
3. Barracks policy - All overnight barracks visitors must be approved by the company commander.
4. All block leave personnel returning from a deployment will review the sexual harassment policy and sign the roster stating that they understand it upon completion.
5. NCOICs will conduct after hour visits to the barracks (according to the tasking roster) and submit their reports to the HHD CDR.

Sexual Harassment Battle Drill – Execution

1. Upon notification of an alleged sexual harassment incident, the two soldiers involved will be separated immediately. For most cases the junior rank soldier will be moved to another section or detachment until the case is resolved.
2. The accused offender will be read his rights immediately prior to any questioning. He will sign a rights form stating that his rights were read to him.
3. The commander will notify CID and SGA about the situation.
4. All cases will remain confidential. They will be discussed in private by the chain of command and through official channels.
5. The chain of command will coordinate with the MTF (medical treatment facility) to develop a long-term physical and mental care plan for the victim.
6. When proven guilty appropriate UCMJ will be rendered. If determined to be an intentional false report appropriate UCMJ will be rendered.